

NJDOE OFFICE OF VOCATIONAL – TECHNICAL, CAREER AND ADULT PROGRAMS
SELF-EVALUATION FORM FOR FY2004 CARL D. PERKINS SPENDING PLAN

LEA/COLLEGE/AGENCY: _____

In the first column, enter “Y” for Yes, “N” for No, and “NA” if Not Applicable.		
Y/N/NA	#	CRITERIA
SPENDING PLAN TITLE PAGE & BOARD RESOLUTION		
	1.	Is the Spending Plan Title Page included and are all items correct and complete ?
	2.	If the Board Approval Date is <u>before</u> the Application Submission Date, is the approval date entered in item 7 of the Title Page ?
	3.	If the Board Approval Date is <u>after</u> the date the application is submitted, is the LEA/College/agency preparing to submit a copy of the Board Resolution , <u>or</u> a certified copy of minutes showing board approval, to OV-TCAP as soon as the board approves the submission? (NOTE: The NJDOE will not approve the spending plan unless the board has approved submission of the plan, as evidenced by the Title Page or a copy of the Board Resolution.)
	4.	Does the Total Funds Requested amount match the Allocation amount on the allocation notification letter? Allocation amount: \$ _____ Total Funds Requested (Item 8b): \$ _____
	5.	If <u>not</u> a consortium does the amount in Item 8 match the amount in Item 8b ?
FOR CONSORTIUM ONLY		
	6.	Has the lead agency included its signed and dated Title Page form?
	7.	Has the lead agency included a <u>signed and dated</u> copy of the Title Page from each of the consortium participants?
	8.	Has the board of each consortium participant approved the participant’s membership in the consortium ON OR PRIOR TO THE DATE THE LEAD AGENCY SUBMITTED THE SPENDING PLAN TO OV-TCAP , as shown in item 7 of the participant’s Title Pages ?
	9.	If answer to number 8 (above), is “NO”, is the lead agency preparing to submit a copy of the Board Resolution to Apply as a Member of a Consortium , <u>or</u> a certified copy of minutes showing board approval, as soon as the district board approves the participation in the consortium? (NOTE: The NJDOE will <u>not</u> approve the spending plan unless all boards have approved participation in the plan, as evidenced by the Title Pages or a copy of the Board Resolution to Apply as a Member of a Consortium, for each consortium participant.)
	10.	For every consortium participant, does the amount in item 8 equal the amount in item 8a? Does the amount in item 8b equal \$0?
	11.	Do items 8 and 8b on the Consortium Applicant’s (Lead Agency) Title Page equal the total contribution of all members of the consortium?
	12.	Did each consortium participant name the consortium applicant/lead agency in item #9 on the Title Page ?
	13.	Has the Chief School Administrator/College President/Agency Head completed Items 11 and 12 on the Title Page form?
FISCAL FORMS		
A. Budget Detail Form A		
	14.	Are items A-E completed accurately?
	15.	Is there a <u>separate</u> Budget Detail form (or set of forms) for <u>each</u> Function and Object Code used?
	16.	Are appropriate Goals and Objective Numbers (from the latest approved Multi-year Plan) included for <u>each</u> expenditure item?
	17.	Are codes for the appropriate Standards and Measures (from the latest approved Multi-year Plan) included for <u>each</u> expenditure item?
	18.	Are CIP Code(s) provided for all requested expenditure items?
	19.	Are the descriptions/itemizations/justifications adequate to provide all the information necessary for approval?

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	20.	Is the math correct? Does column J times column K equal column L?
	21.	Does the total for each Expenditure Category and Function and Object Code match the total for that category on the Grant Budget Summary form ?
	22.	Are Supplies (100-600, 200-600), requiring further detail, itemized and consistent with policies in Section 6.4.1.7 of the Spending Plan Guidelines ?
	23.	Does each Supply item (100-600, 200-600) exceeding \$750 include the minimum specifications as required by Section 6.4.1.7 of the Spending Plan Guidelines ?
	24.	Does proposed Equipment (400-731, 400-732) meet the definition of equipment and is adequate back-up detail provided as required by Section 6.4.1.8 of the Spending Plan Guidelines ?
	25.	Are costs for Keynote Speakers and Session Presenters’ Services equal to or less than \$1,500 per day per presenter? (GAAP 100-300, 100-500, 200-300, 200-320, and 200-500)?
	26.	For all requested Staff Travel Costs (200-580), are adequate detail and justification provided, as required by Section 6.4.1.6.1 of the Spending Plan Guidelines ?
	27.	Are Staff Registration Fees listed in 200-500?
	28.	Are requests for Student Workshops and Travel (100-800, 200-500, 200-600) supported by adequate detail?
	29.	Are the page numbers (item M) and totals (item N) correct?
		B. Budget Detail Form B - Employee Benefits
	30.	Are items A-C completed accurately?
	31.	Has the position title and name of employee been included?
	32.	Are all Fringe Benefits (200-200) listed on Budget Detail Form B ?
	33.	Are CIP Code(s) provided for all requested expenditure items?
	34.	Are appropriate Goals and Objective Numbers (from the latest approved Multiyear Plan) included for <u>each</u> expenditure item?
	35.	Are codes for the appropriate Standards and Measures (from the latest approved Multiyear Plan) included for <u>each</u> expenditure item?
	36.	Is the salary amount requested in the grant listed accurately?
	37.	Are TPAF and FICA contributions (for employees in TPAF) budgeted for 15% for employees, if paid with federal program funds? (TPAF = 7.35% and FICA = 7.65%)
	38.	Is FICA contribution for part-time, non-TPAF grant-funded employees 7.65%?
	39.	Is FICA for Federally Funded Stipends budgeted for 7.65%?
	40.	Is the math correct? Do all of the benefits requested equal the amount(s) listed in column L?
	41.	Are the page numbers (item M) and totals (item N) correct?

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C. Budget Detail Form C - Salaries	
42.	Are items A-F completed accurately?
43.	Are Salary Costs for category 100-100 listed on the Teacher Salaries form ?
44.	Are Noninstructional Salary Costs for category 200-100 listed on the Noninstructional Salaries form ?
45.	Are CIP Code(s) provided for all requested salary items?
46.	Are appropriate Goal and Objective Numbers (from the latest approved Multiyear Plan) included for each requested salary?
47.	Are codes for the appropriate Standards and Measures (from the latest approved Multiyear Plan) included for each requested salary item?
48.	Are the position title and name (if known) of each grant-funded employee entered?
49.	Is the name of any requested salary position , requested dollar amount, and specific job responsibilities included in the description/itemization ?
50.	Are the cost calculations shown clearly ?
51.	Is the math correct? Does the information in column L agree with the information shown in column K?
52.	Are the salary totals (item M) correct ?
53.	Is the Salary and/or Stipend Narrative and Justification form completed accurately?
54.	Is the information on the Salary and/or Stipend Narrative and Justification form adequate to explain and justify the position funding requested?
D. Grant Budget Summary Form	
55.	Are items A-C completed accurately?
56.	Are Program and Administrative Costs entered by appropriate Expenditure Category and Function and Object Code ?
57.	Do Administrative Costs equal no more than 5% of the total allocation and are they listed in the appropriate columns?
58.	Do line item amounts on the Grant Budget Summary form equal the total amounts for each expenditure category and function and object code as shown on the Budget Detail Form(s)?
59.	Is the Grant Budget Summary Form complete and accurate and does it match the amount listed in item 8 on the Title Page ?
60.	Has the BA/CFO signed and dated the form?
E. BUDGET AND EXPENDITURES BY QUARTER	
61.	Has the form been completed correctly , listing the projected expenditures by quarter?
62.	Has the BA/CFO signed the form on line G1?
STATEMENT OF ASSURANCES	
63.	Is the Statement of Assurances included and signed and dated by the Chief School Administrator/College President/agency head or designated signatory?

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MULTIYEAR PLAN (IF SUBMITTED)	
64.	If submitting a <u>new</u> One Year Plan , has the new One Year Plan been included with the Spending Plan for submission to NJDOE?
65.	If revising the approved Multi-year Plan , have the Multi-year Plan revisions been submitted with the One-Year Spending Plan ?
WORKFORCE INVESTMENT BOARD REVIEW	
66.	Has the FY2004 Spending Plan been submitted to the WIB(s) for review?
67.	If applicable, has the new, or revised, One Year or Multi-year Plan been submitted to the WIB(s) for review and comment?
OTHER	
68.	Has the FY 2002 Final Report been submitted to NJDOE?
69.	Has the FY 2003 Interim Report been submitted to NJDOE?